

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Culinary Program Manager**

October 26, 2022

Who are we:

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park. The Conservancy and the National Park Service (NPS) work in partnership to manage educational and recreational programs for students, youth, adults and intergenerational groups. The Conservancy and NPS work together to offer quality programs and events that are in accordance with best practices for safety and health in respect to COVID 19.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

The opportunity:

Do you have a unique culinary point-of-view and ambitions to grow your skills in a one-of-a-kind environment? Are you passionate about food equity and other justice issues, and dedicated to bringing a safe and welcoming culinary experience to all? The Culinary Program Manager is responsible for managing and assuring excellent food quality in all aspects of the Cuyahoga Valley Environmental Education Center's culinary program. The Culinary Program Manager will recruit, hire and eventually directly supervise all other members of the culinary team.

Position Description, Essential Duties (other duties as assigned):

What you'll do:

- Approach all programs, events and other duties embracing diversity, equity and inclusion. Strive to consider the people, places and cultures that may be missing from your work and look for opportunities to increase inclusivity in all the work you do.
- Direct oversight and responsibility of food service operation to provide excellence in food preparation, quality and delivery for youth and adult programs at Cuyahoga Valley Environmental Education Center (CVEEC). Initially, this will encompass maintaining and overseeing relationships with outside caterers and culinary partners, while working toward the long-term goal of running all food service internally.
- Revitalize the current two-kitchen facility and ensure infrastructure, appliances and other equipment are up to code and prepared for food service operation.
- Communicate with parents, teachers and school children as necessary to facilitate the development of special menus and recipes to accommodate dietary restrictions such as food allergies, diabetes, celiac disease, etc.
- Assist with creating and adhering to a yearly food service budget.
- Recruit, hire and eventually directly supervise culinary staff at the CVEEC.
- Develop seasonal and sustainable menus for CVEEC programs, through working with local farms, caterers and other purveyors to grow the sustainability of the food program.
- Develop community partnerships to creatively and collaboratively develop programming, curriculum, management and use of the CVEEC garden, and other curriculum centered around food.

Minimum Qualifications:

Candidate we're looking for:

- Two to five years of experience working in a high-volume, high-quality kitchen is required. Associate Degree in Culinary Arts Management or equivalent education is preferred. Combination of experience and education will be considered.
- Ability to read, analyze, write and interpret recipes, dietary restrictions and related correspondence.
- Ability to respond to and accommodate common dietary inquiries from staff, parents and students.
- Ability to effectively and efficiently present information to supervisor, co-workers, staff, parents, teachers, and other clientele.
- Occasional evening and weekend work will be required.
- Ability to work in a team environment as well as operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- Applicant must be patient, hardworking, flexible and able to react well under pressure.
- First Aid and CPR certification must be completed or scheduled prior to beginning employment.
- Reliable transportation is required.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and FBI fingerprint checks. The Ohio BCI and FBI fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.
- The Conservancy's COVID-19 Safety Policy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

Status/Pay/Benefits:

- Full-Time, non-exempt, \$23.00 hourly wage.
- Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.
- Skill training as needed to perform work duties.
- Opportunities to participate in Conservancy events and contribute creatively to future educational programming.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Culinary Program Manager**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.